



APPENDIX A

PRIMARY SECTOR WORKFORCE TRAINING GRANT PROGRAM

PROJECT APPLICATION FORM

Please reference the WTG Application Guidelines for a complete explanation of the required application information.

Submit one (1) original copy of the application and one (1) electronic copy sent via CD.

APPLICANT INFORMATION

Business Name: _____ Tax ID # _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Business' North American Industrial Classification System (NAICS) or Standard Industrial Classification (S.I.C.) Code (if known): _____

PROJECT SUMMARY

Total Amount of Grant Funds Requested: _____

Total Project Cost (must match Sources and Uses Statement): _____

Total Match (must match Sources and Uses Statement): _____

Current Employment Level: _____ Total Annual Payroll: _____

Total # of WTG eligible full-time jobs to be created: _____

Total # of WTG eligible part-time jobs to be created: _____

Proposal Summary

Please provide a brief summary of this proposal which describes what WTG funds would be used for: _____

The undersigned authorized representative hereby certifies that the information in this application is correct to the best of his/her knowledge; s/he has received, read, and understood the guidelines for the grant and agrees to comply with all requirements; and s/he has the authority to act on behalf of the company in submitting this application.

Signature

Date

Printed Name and Title



PRIMARY SECTOR WORKFORCE TRAINING GRANT PROGRAM

SOURCES AND USES OF FUNDS STATEMENT

Please list all sources and uses of funding for the entire project. Include financing, grants, donations, equity. Indicate in the Commitment Status column whether proposed, requested, or approved. Examples of Uses of Funds are training, building construction, equipment purchases, etc.

Source	Amount	Commitment Status	Use of Funds
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Total Project Funding	\$		

Please separate the matching funds from the entire project costs below.

Matching Funds Summary

Source	Amount	Use of Funds
Total Matching Funding	\$	

BUSINESS PLAN

Page #: _____

See Application Guidelines: Grant Application Submittal Process, 1. Business Plan, page 8

Attach a current business plan which must contain sufficient information for the Montana Department of Commerce to obtain an adequate understanding of the business to be assisted, including the products or services offered, estimated market potential, principals' management experience, current financial position and proposed venture details.

FINANCIAL STATEMENTS

Page #: _____

See Application Guidelines: Grant Application Submittal Process, 2. Financial Statements, page 9

Attach the two most recent years of Balance Sheets, Profit and Loss Statements, and Cash Flow Statements

FINANCIAL PROJECTIONS

Page #: _____

See Application Guidelines: Grant Application Submittal Process, 3. Projections, page 9

Attach two years of projections of Balance Sheets, Profit and Loss Statements, and Cash Flow Statements

HIRING AND TRAINING PLAN

Page #: _____

See Application Guidelines: Grant Application Submittal Process, 4. Hiring and Training Plan, page 10

Attach a Hiring and Training Plan which must include the following:

- Annual payroll estimates (pre and post-expansion) and wages for each employee to be trained Page #: _____
- Description and monetary value of employee benefits for each position to be trained Page #: _____
- Number of new full-time positions and timetable for phase-in of new employees, if applicable Page #: _____
- Number of new part-time positions and timetable for phase-in of new employees, if applicable Page #: _____
- Procedures for outreach, recruitment, screening, selection, training and placement of workers Page #: _____
- Description of the training curriculum and resources and schedule for completion of worker training Page #: _____
- Training budget, including all costs associated with the training plan, that justifies the funding level Page #: _____
- Assurance of equal opportunity and nondiscrimination laws compliance Page #: _____

SOURCES & USES OF FUNDS STATEMENT

Page #: _____

See Application Guidelines, page 15

GRANT APPLICATION SUBMITTAL PROCESS

The Business Resources Division in the Montana Department of Commerce is the primary point of contact for initiating a grant application and working through the process leading to a grant award. The WTG application should follow the guideline's format and provide responses to the categories of information requested below. The Project Application Form (Appendix A) and Sources and Uses of Funds Statement (Appendix B) must be completed and included with the application.

The application consists of four sections: 1. business plan; 2. financial statements; 3. financial projections; and 4. hiring and training plan. The Montana Department of Commerce may request additional information as needed.

Applicants must submit one (1) original and one (1) electronic copy of the WTG application. The electronic copy of all documents should be provided on a CD and mailed with original application. The application should be mailed to:

Primary Sector Workforce Training Grant Program
Business Resources Division
Montana Department of Commerce
Post Office Box 200505
301 South Park Avenue – Room 107
Helena, Montana. 59620-0505

During the 2015 Biennium, the WTG Program is proposing to convert all grant management, including the application process, to an electronic system. The website for the on-line system would be www.fundingmt.org. If this conversion should occur, the notification will be posted on the WTG website.

For inquires, contact Nancy Faroni, Workforce Training Grant's Section Manager (406) 841-2744; nfaroni@mt.gov

Final grant award decisions are made by the Director of the Montana Department of Commerce. The Montana Department of Commerce will work directly with potential applicants in order to determine business eligibility and project feasibility.

1. Business Plan

Each application must include a business plan containing information that is sufficient for the Department's Grant Review Committee to obtain an adequate understanding of the business to be assisted, including the products or services offered, estimated market potential, management experience of principals, current financial position, and details of the proposed venture. In lieu of a business plan, the Department's Grant Review Committee may consider a complete copy of the current loan application to entities such as the Montana

Board of Investments, the federal Business and Industry Guarantee program, or the Small Business Administration.

The financial information submitted must demonstrate that the business to be assisted is or will be an ongoing viable company that can achieve and maintain the amount of employment projected.

The Grant Review Committee reserves the right to request additional information or accept reasonable variations from the information requirements listed above, on a case-by-case basis, if necessary to make a funding decision.

2. Financial Statements

For an existing business, provide financial statements for the two most recent years of operation that includes the following:

- Balance Sheets
- Profit and Loss Statements
- Cash Flow Statements

Business start-ups and businesses operating for less than two years must provide all available financial statements.

If the last complete fiscal year of the business ended 90 days or more before the application is submitted, interim financial statements must be submitted in addition to the year-end financial statements.

There should not be gaps between the historical statements and the projected statements. The projections should use the same fiscal year periods as the historical financial statements. Applications that contain appropriate, updated, accurate financial information can be processed much more quickly than incomplete applications that require requests for additional information.

3. Projections

Please provide the following projections for two years:

- Balance Sheets
- Profit and Loss Statements
- Cash Flow Statements

Variations on the projections may be accepted at the discretion of the Grant Review Committee on a case-by-case basis.

4. Hiring and Training Plan

The primary goal of this economic development activity is to increase year-round and permanent job opportunities. In the event of grant award, the applicant's commitment to the Hiring and Training Plans will be binding. The assisted business must show substantial compliance with the hiring and training plan and a "good faith" effort toward the actual accomplishment of the hiring goals set out in the grant contract before the project can be closed out. Hiring goals should be reasonable and justified by the financial statements and projections. Claims for the number of jobs to be created should be realistic and supported by the financial projections and business plan.

The Montana Department of Labor and Industry (DOLI) will review the training plan to ensure it complies with the statutory requirement that training be conducted by eligible training providers. Applications that propose in-house training must demonstrate that the training process and methods are sufficient to be approved for the eligible training provider list by DOLI.

Before any grant monies are advanced, the company will be required to sign a contract specifying terms of the grant and repayment requirements should the company fail to maintain the jobs, wage levels or training specified in the grant application. The contract will incorporate the application and hiring and training plans by reference, which will be binding.

At a minimum, the hiring and training plan submitted in the application must specify:

- **Employment Levels** – this must include a current listing of Montana employment levels of the business, the projected increase in number of jobs and the company's annual payroll – current and projected – at the site and for any other operations within the State of Montana.
- **Job Breakdown** - breakdown of jobs to be created, including the number and type of jobs, specifying for each job:
 - Number of net new full time jobs – including estimated hours worked per week;
 - Number of net new part-time jobs –including estimated hours worked per week;
 - Job titles and descriptions, including if the jobs will be skilled, semiskilled or unskilled positions;
 - Salary or wage per hour for each new job to be trained;
 - Estimate of pre-expansion and post-expansion annual payroll;
 - Timetable for creating the net new jobs.
- **Description and monetary value of employee benefits for each job.** Typically, eligible benefits are those benefits not required by state or federal law, except for healthcare which is considered an eligible benefit under the WTG Program.
- **Certification that the amount of the grant advanced to date will be reimbursed in the event that the primary sector business ceases operation**

- in the state of Montana within the grant contract period, which may be up to two years.
- An assurance that the business will comply with the equal opportunity and nondiscrimination laws.
 - Procedures for outreach, recruitment, screening, selection, training and placement of workers.
 - A description of the training curriculum and resources.
 - Schedule for completion of the worker training.
 - A detailed budget justifying the funding level request.
 - Written commitments from any agency or organization participating in the implementation of the hiring plan.

MANAGEMENT OF FUNDS

The business may receive grant funds periodically over the contract period upon documenting the creation of eligible jobs, the hiring of employees for the jobs, after incurring eligible training expenses and the meeting the required wage rate. The business will submit biannual status reports on project performance in the format prescribed by the Montana Department of Commerce. The business agrees to provide access to all payroll and employment records for in-state operations including authorization to review unemployment insurance and training records.

Request for Funds

Funds may be requested by sending a letter on the Company's official letterhead signed by two individuals, one of which must be the contact listed in the contract or the individual who signed the contract, with the following information included or attached:

- Names and current jobs of employees being trained including whether the jobs are full-time or part-time jobs.
- Current hourly wage rate, including benefits, of trainees and any changes to wage rate through the project.
- Summary of the training program and overall goal (certifications, skills, new jobs filled by trainees, etc.) for each trainee.
- Summary of training accomplished for the period in which funds are being requested.
- Total cost and breakdown of costs and supporting documentation for each new job for which funds are being requested.
- Amount requested for each trainee in the new job and amount remaining of the \$5,000/\$2,500 ceiling after the request.
- Amount of matching funds expended to date.
- Total amount requested and total remaining under the contract.
- Total payroll and employment for statewide operations.
- Signed training logs that have been acknowledged by both trainers and trainees for all on-the-job and in-house training.

- Copies of any training certificates that may have been issued as a result of the WTG training.
- Any other pertinent information related to the grant and progress on the hiring and training plan.

Biannual Status Reports

Unless otherwise specified by the Montana Department of Commerce, the business will submit biannual progress reports to the Montana Department of Commerce until the goals contained in the plan have been achieved, and the business receives project closeout approval from the Montana Department of Commerce. The information must be provided no later than January 31 and July 31 for each year of the contract and at closeout of the contract. The reports must provide, at a minimum, evidence of total payroll and employment for statewide operations, information on training completed during the report period in reference to the training plan as submitted in the application, and future training goals for the next report period.